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24 October 1974

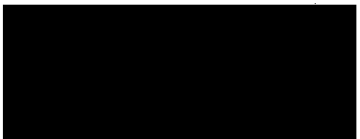
MEMORANDUM FOR: Chief, DDI Management Staff

SUBJECT : FY-1975 Computer Terminal Needs

REFERENCE : DDI Management Notes No. 23, 15 October 1974

The COMIREX Staff has need for only one additional computer terminal in FY 1975. We desire to have a DELTA Data 5000 terminal (\$5,000) installed in the Room 3E14 area by the fourth quarter of the fiscal year. This is not, however, a mandatory requirement and could be slipped to early FY 1976 if necessary.

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Executive Secretary, COMIREX

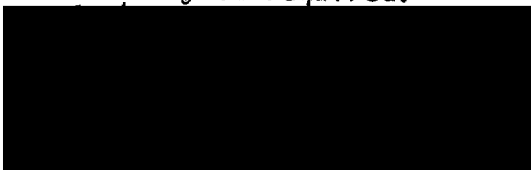
15 October 1974

MEMORANDUM FOR: Chairman, COMIREX

SUBJECT : Management Notes No. 23

1. D/OJCS has informed us that as a result of budget reductions he has already expended his FY 1975 funds for purchase of new computer terminals. D/OJCS is attempting to have funds restored to his FY 1975 budget for this purpose. In the meantime your latest estimate of the numbers, kinds and cost of terminals you will require this year should be submitted to the DDI Management Staff by 24 October 1974. Your estimates should indicate which are "must" requirements for this year as differentiated from those that could be slipped into next year if necessary.

2. At the Executive Council on 8 October, the Acting DDI announced that when foreign travel is to be undertaken by employees of this Directorate at the request of another directorate, a memorandum must be sent to the ADDI for approval of the proposed travel. If any portion of such foreign travel is to accomplish a task for this Directorate, a full staff study is required.


Chief, DDI Management Staff

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